



**Task Force on Trial Court Employees
Meeting Minutes**

November 30–December 1, 1999
Crowne Plaza Union Square
San Francisco, California

TASK FORCE MEMBERS:

PRESENT:

Hon. James A. Ardaiz, Chair
Ms. Pamela Aguilar
Ms. Barbara J. Bare
Hon. Aviva K. Bobb
Mr. Gary Cramer
Hon. Charles D. Field
Ms. Karleen A. George
Ms. Diane Givens
Ms. Mary Louise Lee
Mr. Ronald G. Overholt
Ms. Christine E. Patton
Sheriff Charles Plummer
Mr. John Sansone
Mr. Robert Straight
Mr. Mike Vargas
Mr. Robert D. Walton

ABSENT:

Mr. Steve Perez
(represented by Mr. Steve Keil)
Mr. Larry Spikes
Mr. Robert D. Walton
(represented by Mr. David Christianson on 12/1/99)

ADMINISTRATIVE OFFICE OF THE COURTS:

Ms. Judith A. Myers, Special Consultant, Human Resources Bureau
Ms. Deborah Brown, Attorney, Council and Legal Services Division
Ms. Noema Olivas, Secretary, Human Resources Bureau
Ms. Jacqueline Murphy, Human Resources Analyst
Ms. Cynthia Passon, Human Resources Analyst
Ms. Hazel Ann Reimche, Supervising Human Resources Analyst
Mr. Anthony Williams, Sr. Governmental Affairs Analyst

OTHER STAFF:

Mr. Ryan Griffiths, Administrative Coordinator, Career Group, Inc.
Mr. Peter Kiefer, Manager, Court Program Services, Trial Court Services Division
Mr. Clark Kelso, Professor of Law, McGeorge School of Law

FACILITATOR:

Ms. Liz Schiff, Organizational Development Specialist, Human Resources Bureau, Administrative Office of the Courts

Tuesday, November 30, 1999

I. OPENING REMARKS

Justice James A. Ardaiz, chair, called the meeting to order at 10:35 a.m. in San Francisco and welcomed everyone to the 20th meeting of the task force.

Ms. Liz Schiff reviewed the ground rules for the meeting.

II. PUBLIC COMMENT PERIOD

There were no public speakers.

III. REVIEW OF NOVEMBER 8–10 TASK FORCE MEETING AND ANNOUNCEMENTS FOR TODAY’S METING

Justice Ardaiz summarized the actions taken by the task force during the November 8–10, 1999, meeting in Los Angeles.

- Adopted the following models:
 - Employment Status and Governance
 - Employment, Selection, and Advancement System
 - Personnel File Access
 - Employment Protection System
 - Benefits
 - Federally Regulated Benefits
 - Deferred Compensation
 - Defined-Benefit Retirement
 - Retiree Group Insurance
 - Accrued Leave
 - Meet and Confer
 - Transition
- Agreed to appropriate responses to second interim report comments
- Agreed to process for drafting Final Report format
- Agreed to process for drafting legislation (including meeting dates in 2000)
- Reached consensus on the recommended personnel system

The objectives for this meeting are:

- Provide an opportunity for communication through public comment period;

- Review actuarial analysis and discuss what to include in the final report;
- Select a presentation team to present recommendations to the Legislature;
- Discuss options for providing employee education regarding the new personnel system; and
- Agree to modifications needed on the draft final report.

Ms. Judith A. Myers reviewed the task force meeting dates in 2000 to work on legislation. The meetings are scheduled as follows: January 13 in Burbank, February 10 and March 9 in San Francisco.

Justice Ardaiz asked if there were any additions or corrections to the November 1999 meeting minutes. Ms. Schiff suggested adding a new heading to specifically identify the adoption of the final recommended personnel system. Ms. Mary Louise Lee moved that the November minutes be adopted as modified. Mr. Gary Cramer seconded the motion. The November 8-10, 1999, meeting minutes were adopted with modifications.

IV. REVIEW ACTUARIAL ANALYSIS

Justice Ardaiz introduced Mr. Drew James, Actuary of William M. Mercer, Inc. Mr. James presented an overview of an actuarial analysis report, which evaluated the financial implications of the Task Force's Defined Benefit Retirement Model. Ms. Brown suggested minor revisions to the report. A group discussion took place concerning the actuarial analysis and the final report. Sheriff Plummer made a motion to include the actuarial analysis report, including Ms. Brown's modifications, in a supplement to the final report. Ms. Barbara J. Bare seconded the motion. The task force agreed to include the "Actuarial Analysis of Defined-Benefit Retirement System Model" with modifications in a supplemental to the Final Report.

V. EMPLOYEE EDUCATION

The task force discussed methods that could be used to educate trial court employees, court administrators, judges, and county administrators regarding the new trial court personnel system. Staff will develop the educational process and provide task force members with an overview.

VI. PRESENTATION TEAM

Justice Ardaiz discussed the role of the legislative “presentation team”. Justice Ardaiz noted that the Legislative package would need effective advocacy. Justice Ardaiz led a discussion regarding how an effective presentation to the Legislature could be accomplished. There was discussion on specific objectives, the role of the presentation team, and the process to select a presentation team.

Justice Ardaiz introduced Mr. Anthony Williams, Sr. Governmental Affairs Analyst. Mr. Williams gave an overview of the presenting process to the Legislature. Mr. Williams proposed the team consist of a representative from each constituency. The presentation team will be comprised of task force members. The names of the individuals who wish to be considered for the presentation team should be submitted to Justice Ardaiz by December 6, 1999.

VII. FINAL REPORT: OVERVIEW/INTRODUCTION

Ms. Myers provided an overview of the topic sections and general changes made to the final report. Ms. Myers reminded the task force of the short turn around time in getting their comments, if any, back to the staff to incorporate in the final report.

VIII. FINAL REPORT: SECTIONS WITH SLIGHT REVISIONS

Ms. Schiff reviewed the minor revisions on the sections of the final report. The task force discussed the modifications and agreed to the revisions that were made.

IX. CLOSING REMARKS

Justice Ardaiz adjourned the meeting at 4:09 p.m.

Wednesday, December 1, 1999

I. OPENING REMARKS

Justice Ardaiz called the meeting to order at 8:45 a.m.

II. FINAL REPORT: REMAINING SECTIONS

The task force members discussed and made minor revisions and clarifications to the remaining sections of the final report.

III. NEXT STEPS IN THE PROCESS

The task force agreed to turn in additional comments to staff by December 6 in order that staff may incorporate any changes into the final report.

IV. CLOSING REMARKS

Justice Ardaiz reviewed the following task force accomplishments during the meeting:

- Reviewed actuarial analysis and agreed on including the actuarial analysis as a supplement to the final report.
- Identified key audiences and methods for communicating with these audiences regarding the work of the task force.
- Reviewed and modified, as appropriate, the draft final report.

Justice Ardaiz adjourned the meeting at 1:15 P.M.